



सत्यमेव जयते

संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION  
DEPARTMENT

F. No.: A / 317 / 2021 – Secy – GAD

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यूटी सचिवालय / UT Secretariat

लेह / Leh, Dated: 10/01/2025

### Minutes of Meeting

**Subject:** Record Note of preparatory meeting chaired by Dr. Pawan Kotwal, IAS, Advisor to Hon'ble Lieutenant Governor, UT of Ladakh on 08-01-2025 to review the arrangements for the 76<sup>th</sup> Republic Day celebrations on 26<sup>th</sup> January, 2025.

**The List of the participants is annexed**

At the outset the Administrative Secretary GAD welcomed the Advisor and other Officers at the beginning of the meeting. Prior to the discussions on formal arrangements and assignments of duties, the Chair directed adherence to national directives / SoPs issued by Ministry of Home Affairs and Ministry of Defense at all functions / events.

**After the deliberations the following decisions were taken:**

1. **Venue of the function:** The main function of the 76<sup>th</sup> Republic Day celebrations shall be held in district Leh at the Polo Ground, Leh, where Hon'ble Lt. Governor, UT of Ladakh would unfurl the National Flag and take the salute at Leh. Deputy Commissioner, Leh will supervise all arrangements for the function at Leh.

In Kargil the venue would be 'Khree Sultan Chow Stadium' and DC Kargil will be responsible for making all arrangements. GAD will put up the proposal regarding Chief Guest for District HQ Kargil and other Sub district locations, for orders of Hon'ble LG.

**(Action by: Administrative Secretary GAD / DC Leh and DC Kargil)**

2. **Celebrations at Districts / Sub-Divisions / Blocks:**

The Advisor (Chair) directed that the Deputy Commissioner's shall issue formal orders regarding celebration of 76<sup>th</sup> Republic Day at Sub Division / Tehsil / Block level as per the latest prescribed guidelines / norms of Govt. of India.

**(Action by: Adm. Secretary, GAD / DC Leh & Kargil / SDMs / Tehsildars)**

3. **Programme:** The tentative programme of the main function will be as follows:

- |      |                                       |           |
|------|---------------------------------------|-----------|
| i)   | Flag unfurl and National Anthem       | 11.00 A.M |
| ii)  | March Past (Police & Security Forces) | 11.15 A.M |
| iii) | Address by VIP                        | 11.30 A.M |
| iv)  | Cultural programme                    | 11.45 A.M |

v) Announcement of Prize winners

12.30 P.M

The total duration of the programme must be restricted to 1 and ½ Hour.

GAD will seek formal approval of this programme timing.

**(Action by: Administrative Secretary, GAD)**

**4. Creation of pavilion: -** The pavilion at the venue, which has been constructed by the Public Works (R&B) Department, shall be furnished appropriately in consultation with Deputy Commissioner Leh and Ladakh Police.

The Chief Engineer R&B was directed to make suitable arrangements for accommodating the increased numbers of guests by preparing an improved layout / upgradation of the pavilion / venue for celebrations befitting the UT level function.

The pavilion layout should be finalized after the joint / advance inspection by the Deputy Commissioner Leh, SP Leh & CE, PWD (R&B).


**(Action by: DGP / DC Leh / SP Leh / CE PWD(R&B))**

**5. Security arrangement:** DGP Ladakh shall make fool-proof security arrangements in and around the venue and shall draw a comprehensive security plan well in advance for the purpose. Magistrates and Officers on duty shall be deployed by Deputy Commissioner, Leh and Kargil as per past practice.

**(Action by: DGP Ladakh / DC Leh & Kargil)**

**6. Parade contingent:** At least 01 parade contingent each by ITBP, CRPF, Ex-Servicemen, CISF, NCC (above 18 years), 02 contingent of Ladakh Police shall participate in the march past. School contingents (4 - 5 from Leh and 02 from Kargil - one each of boys and girls) shall also participate.

Besides one contingent each of the Commando Force and Dog Squad (with their handlers) shall also become part of the Parade contingent.

 **(Action by: Administrative Secretary, SED / DGP, Ladakh / DC Leh & Kargil / Army Commandant)**

**7. Bands:** The bands of Ladakh Police and Army will participate in the Parade and the DGP Ladakh shall ensure the rehearsals are held in advance. Director, SED shall also ensure participation of two (02) School Bands. The Chair asked Director, SED to prepare and encourage a few schools to train bands. Band requisition / arrangement letter should go from GAD to DGP and Army in coordination with SED.

**(Action by: Administrative Secretary, SED and GAD / Director, SED / DGP / Army Commandant)**

**8. Illumination of Government Offices and power supply:** Power Development Department shall illuminate the Raj Niwas, LAHDC, Leh/Kargil Complex, UT Secretariat and other Government Offices, landmark buildings including major chowks etc. as per past practice.

The DRC, O/o Resident Commissioner (Ladakh), shall ensure illumination of Ladakh House at Delhi and Chandigarh. Administrative Secretary, Culture will take up the lighting of Leh Palace with the ASI.

Other Offices shall also ensure illumination suitable to their respective office buildings and all concerned authorities shall make provisions for lighting with creative themes such as National Flag. The illumination shall be from 20th to 26<sup>th</sup> January, 2025. PDD shall also ensure uninterrupted power supply and for this purpose, adequate DG sets and foolproof backup should be put in place.

**(Action by: All Administrative Secretaries / DC Leh and DC Kargil / All Heads of Departments / Chief Engineer, PDD / Chief Engineer, PWD).**

**9. Refreshment for Dignitaries / Officers / Officials / belt forces:** The Hospitality and Protocol Department shall arrange pre-served light refreshments for the participating dignitaries in the pavilion. For those participating in the culture programs and parade contingents, including during rehearsals, the Department will arrange for serving of fresh food/refreshments and energy drinks / juices. In the morning, when the parade contingents arrive, packaged energy food (such as juice and fruits) should be provided to them.

It is important to ensure that no plastic bottles are used during the function and refreshments are fresh, warm and properly packed. The food items should also be checked by a Food Inspector.

**(Action by: Jt. Director H&P, Ladakh)**

**10. Public Address System (PAS):** The Information Department will arrange required number of Public Address Systems (PAS) for the event and a senior officer will be responsible for ensuring proper functioning. A fully checked backup PAS should also be arranged in advance. To avoid technical glitches, the wires should not be haphazardly spread and properly arranged.

**(Action by: Administrative Secretary, Information Department, Ladakh)**

**11. Media Enclosures:** The Chief Engineer of the Public Works Department will make provisions for a separate media enclosure. The Deputy Commissioner, Leh will ensure that an officer from the Information Department is deployed to ensure that sufficient seating is available for members of the media and to handle other issues that may arise. To ensure proper representation and participation of media personnel, DC Leh will ensure that invitation cards are properly delivered to members of the media.

**(Action by: DC Leh / CE PWD)**

**12. Commentators:** Information Department shall arrange commentators for rehearsals and main function and furnish the names in advance to the office of Deputy Commissioner, Leh.

**(Action by: Joint Director Information Department, Ladakh)**

**13. Preparation of Invitation Cards:** The Deputy Commissioner, Leh will send invitations to all prominent persons, including Elected Representatives, armed forces personnel, UT Ladakh State Awardees, ex-servicemen, Padma Awardees, Divyangjans, and next of kin of martyrs.

The Joint Director Hospitality and Protocol shall provide updated list of invitees for finalization by Deputy Commissioner, Leh. The Chair also asked the Deputy Commissioner, Leh to prepare the pavilion to accommodate the guests as per past practice.

The Deputy Commissioner, Leh will entrust the responsibility of delivering the invitation cards to senior officials and to ensure adherence to the protocol for inviting public representatives. The pavilion should have provisions for the PwDs.

The Deputy Commissioner, Kargil, who participated *via* video conference, was also instructed to follow these guidelines.

**(Action by: Deputy Commissioner Leh/Kargil, Joint Director H&P)**

*Fandee*  
**14. Speech:** The draft speech for Hon'ble Lt. Governor shall be prepared by Secretary to Hon'ble Lt. Governor as desired by the Chair in coordination with Department of PD&MD and Information Department. It may be ensured that proper proof reading be done by a team of officers before the final print. The copy of the speech will be printed and distributed to the guests at the venue.

**(Action by: Administrative Secretary, PD&MD / Secretary to Hon'ble Lt. Governor / Administrative Secretary, Information)**

**15. Reception Committee:** The Deputy Commissioner, Leh shall constitute the reception committee for ensuring proper reception of the dignitaries.

**(Action by: Deputy Commissioner, Leh)**

**15. (A) Seating arrangements:** The Deputy Commissioner, Leh and Joint Director, Hospitality and Protocol will ensure availability of adequate high-quality Sofa Sets and appropriate decorations at the venue. They will finalize the seating plan in close coordination with Director General of Police, Ladakh, Deputy Commissioner, Leh, and CE PWD (R&B) Leh.

It is important to ensure that the placement of podium does not obstruct the view of the dignitaries during the function. The Chief Engineer, PWD will ensure that high quality, appropriately size sofas are provided for the dignitaries. They will also ensure that the Shamiyana is placed in a way that there are no gaps above the seating area for the Chief Guest / VVIP.

**(B) Decoration:** Detailed instructions for improving the standards of decoration to all venues across the Union Territory were given by the Chair.

i. The Deputy Commissioner, Leh shall setup Decoration Committee in coordination with Chief Engineer PWD to oversee all aspects of decoration. The Committee should be headed by a senior responsible officer and should include professional / experts for advice and creative / innovative decoration ideas.

ii. The decorations should include maximum use of local flowers, national flags, balloons, ribbons and other items. However, non-biodegradable items should be avoided.

iii. The Chief Engineer, Public Works Department and Executive Officer of Municipal Committee, Leh will ensure similar beautification of the Municipal areas. The Administrative Secretary, Housing and Urban Development Department and the Culture Department will be responsible for decorating the entire Leh and Kargil cities, use of lighting / illumination materials in the colours of the national flag.

iv. The Chief Engineer of the Public Works Department will arrange the necessary lighting/ illumination items. The Public Works Department, in coordinating with the Police Department and the Handloom/Handicraft Department, will ensure the decoration of the venue with flowers, flags, and the placement of the podium with the flag.

**(Action by: Administrative Secretary, H&UDD / DGP Ladakh / Administrative Secretary, Culture Department / DC Leh / Jt. Director, H&P / CE (R&B)**

*Spanday*

**16. Air show by Indian Air Force:** The Indian Air Force agreed to organize a fly past during the main function at Leh. DC, Leh shall arrange flower petals to be used by the Air Force in the fly past. An advance requisition shall be sent to the authorities in the Air Force.

**(Action by: Secretary Civil Aviation / Deputy Commissioner, Leh / Air Force Commanding Officer)**

**17. Arrangement of Dais and the National Flag:** The Chief Engineer, R&B will arrange the dais, ensuring proper placement of the seating space of the Chief Guest for uninterrupted view of the events during the entire function. The CE R&B to ensure appropriate placement of the Flag Post.

**National Flag and Flag Post:** Ladakh Police shall ensure flawless execution of the flag hoisting / unfurling. The task shall be entrusted to SP, Leh who shall also be responsible for the entire arrangement including the use of revamped pole, ropes (of good strength) and the pulley system.

The DC Leh and SP Leh were directed to ensure coordination between the police and the civil officers/officials assigned with the task of hoisting / unfurling of the national flag. The National Flag will be arranged by SP Leh and rose petals by the DC Leh.

The DGP will supervise and deploy trained persons to organize the hoisting of the National Flag who will also make arrangements for security at the dais for the VVIP.

A proper podium with the National Emblem / Flag will be arranged by DC Leh and CE PWD (R&B).

**(Action by: DGP, Ladakh / DC Leh / SP Police, Leh / CE PW (R&B)).**


**18. Traffic Arrangements:** DGP, Ladakh shall identify and make proper assessment of the parking places at the venue including earmarking of the spaces in coordination with Deputy Commissioner, Leh for streamlining the traffic/parking preparedness. The plan already prepared in this regard be reviewed and conveyed to all concerned in advance to avoid last-minute confusion. Traffic restrictions should be publicized in advance for information of general public.

The Transport Department shall make arrangements for use of e-buses / vehicles for ferrying of invitees to and from the parking locations from SIDCO.

**(Action by: DGP Ladakh /Administrative Secretary Transport / DC Leh / SSP Traffic)**

**19. Ceremonial Jeep:** DC Leh and Ladakh Police shall arrange the ceremonial jeep for the Chief Guest.

**(Action by: ADGP Ladakh / DC, Leh)**

**20. Control Room:** The SP Leh shall set up a 'Control Room' with representation from all forces well before the start of rehearsals and shall continue till the conclusion of the event.

**(Action by: SP Leh)**

**21. Medical Facility:** The Director, Health and Medical Education Department shall ensure the setting up of medical facilities at the venue of the function and also keep available the required number of fully equipped Critical Care Ambulances with medical teams, small hand sanitizers, masks, contactless sanitizers on sides of the pavilion etc.

UTDRF Team shall assist in medical help with stretcher and first responder teams.

**(Action by: DC Leh / DC Kargil and Director, Health Services, Ladakh / SP UTDRF)**

**22. Barricading at Venue of function:** The PW (R&B) Dept. shall ensure erection of firm barricades around venue in the consultation with DGP, Ladakh.

**(Action by: DGP Ladakh / SE, PWD (R&B))**

**23. Drinking water:** The Chair also directed the PHE Department to ensure availability of potable water at the venue and keep Water Tankers, Water dispensers and paper cups on standby at the identified locations in consultations with Deputy Commissioner, Leh.

**(Action by: Chief Engineer, PHE /SE, PHE, Leh)**

**24. Sanitation:** The DC, Leh in coordination with Municipal Committee, Leh shall ensure cleanliness in and around the venue of the function. Besides installation of Mobile Toilets, Municipal Committee Leh shall also ensure sanitation of all toilets in and around the venue.

The Administrative Secretary, Animal Husbandry and MC Leh shall jointly take measures for checking dog menace inside the venue and EO, MC, Leh shall be personally responsible for ensuring as above.

**(Action by: Adm. Secretary, ASH Dept. / DC, Leh / EO Municipal Committee, Leh)**

**25. Firefighting arrangement:** The Fire and Emergency Services Department shall ensure availability of adequate number of Fire Tenders at the venue of function.

**(Action by: DGP, Ladakh)**

**26. Security Passes:** The Deputy Commissioner, Leh shall furnish the list of VVIPs / VIPs / Invitees / employees / persons to DGP, Ladakh, well in advance and the invitation cards shall also be used as security passes after the list is confirmed by DGP, Ladakh.

**(Action by: DGP Ladakh /Deputy Commissioner, Leh)**

**27. Cultural Programme:** The DC Leh / Kargil / Cultural Academy / YSS / Information / SED Department shall make advance preparations for ensuring presentation of unique cultural items centered around patriotic and nation building themes.

The cultural items need to be improved while maintaining their authenticity (traditions)

*Jandey*  
The Deputy Commissioner Leh/Director, SED should call in nominations from the schools much before the main rehearsals for putting up a good show during their main function. The Administrative Secretary, Culture, DC Leh and Director SED shall supervise all arrangements concerning cultural program.

Not more than 08 cultural items shall be presented within the allotted time including the school children and professional cultural troupes as per following composition:

- i. 04 School troupes from Leh
- ii. 01 School troupe from Kargil
- iii. One each of professional cultural troupe from Leh and Kargil
- iv. One cultural troupe from other States / UTs.

**(Action by: Administrative Secretary SED / Adm. Secretary Culture Department / DC, Leh / Kargil / Cultural Academy Leh / Kargil / A.D. Information, Leh / Kargil)**

**28. Webcast:** The Chair directed the DC Leh that the entire function be webcast and adequate publicity be given in this regard well in advance.

**Live Telecast:** The DD and AIR Leh shall telecast live coverage of the event.

**(Action by: DC, Leh / DIO, NIC / Incharge Officer Doordarshan Leh / AIR, Leh)**

**29. Event wise Booklet:** The Deputy Commissioner, Leh shall prepare a booklet giving details of the participating contingents etc. in the Republic Day function for circulation to the Guests on the day of function.

**(Action by: Deputy Commissioner, Leh)**

**30. Management Aspect / Deployment of Nodal & Liaison Officers / Magistrates-**


i. To strengthen communication and coordination among all officers / officials of the Departments / belt forces deployed on duty, the Deputy Commissioner, Leh will deploy senior liaison officers. These officers will ensure the smooth reception of VIPs / Dignitaries / public representatives and also escorting them from the entry gates to their seating area and ascertaining in advance the programs of each VIP / Councilors as per protocol issued by GAD.

ii. The Deputy Commissioner shall nominate responsible Nodal Officers for supervision of various activities. The Deputy Commissioner and Deputy Inspector General of Police will conduct joint briefings of civil and police officers / officials before the main function to ensure smooth coordination among all staff deployed on the ground (including magistrates and security).

iii. The General Administration Department shall appoint the liaison/duty officers for the Republic Day, 2025 and place their services at the disposal of Deputy Commissioner, Leh.

iv. All concerned officers should have proper communication between the security personnel, including magistrates deployed at the entry gates, and the liaison officers deployed by the Deputy Commissioner, Leh.

v. To enhance surveillance at the Polo Ground, a team comprising DC Leh, SP Leh, and SP Traffic will be constituted. The protocol for public representatives such as councilors issued by the General Administration Department should be strictly followed. A sufficient number of officers / officials should be deployed at all parking areas/pavilions with proper advance briefing and drills to avoid any last-minute confusion in handling guests and properly identifying VIPs / officers and the general public at all access points/entry gates.

 The Deputy Commissioner will take the required advance action on this aspect.

**(Action by: Adm. Secretary, GAD / Deputy Commissioner, Leh / SP, Leh / SP Traffic).**

**31. Mementoes / Prize Distribution / Felicitation of the winners:** The Hospitality and Protocol Department shall arrange mementoes to be given to the marching contingents and other performances. The announcement of the winners be made at the end of the ceremony.

**(Action by: Deputy Commissioner, Leh / A.D. Information, Leh / Joint Director, Hospitality & Protocol, Ladakh).**

**32. Overall coordination and Review:** The Deputy Commissioner, Leh shall be responsible for overall coordination of the 76<sup>th</sup> Republic Day Celebrations in coordination with the Armed Force / Police / other institutions.

Similarly the Deputy Commissioner, Kargil; shall be responsible for the overall coordination of the 76<sup>th</sup> Republic Day Celebrations and for coordination with the Armed Forces / Police / other institutions in Kargil District

**(Action by: Deputy Commissioner, Leh & Kargil)**

**33. At Home:** The Secretary to Hon'ble Lt. Governor, Ladakh shall finalize the venue and list of invitees for the "At Home" function to be hoisted by the Hon'ble Lieutenant



Governor, Ladakh. All required support shall be extended by the DGP, Ladakh, DC, Leh and Jt. Director, H&P)

**(Action by: DGP, Ladakh / Secretary to Hon'ble Lt. Governor/ Deputy Commissioner Leh / Joint Director H&P)**

**34. Other Directions:**

- a. The Administrative Secretary Culture to ensure beautification of all major iconic / historical locations for a festive look.
- b. The Secretary to the Hon'ble Lt. Governor to ensure unfurling of the national flag at Raj Niwas.
- c. The Joint Director Information Department shall ensure coverage of the major events.

**(Action by: Administrative Secretary Information Department / Adm. Secy. Culture Department / Secretary to Hon'ble Lt. Governor / DC Leh)**

The meeting concluded with a vote of thanks to the chair.

*Sandeep Singh*  
10.01.2025.

**(Sandeep Singh) JKAS**  
**Under Secretary**

General Administration Department

**Copy to the: -**

1. All Administrative Secretaries, UT Administration of Ladakh.
2. Director General of Police, Ladakh.
3. Secretary to Hon'ble Lt. Governor, UT of Ladakh for information of Hon'ble Lt. Governor.
4. Deputy Commissioner / CEO, LAHDC, Leh/Kargil.
5. DIG, ITBP / Station Commander, Indian Army, Leh.
6. Air Officer Commanding 21 Wing, Air Force Station, Leh.
7. Senior Superintendent of Police, Leh / Kargil.
8. All Directors / Chief Engineers / Registrar, UOL, Ladakh.
9. Director, Doordarshan & Station Director, AIR, Leh Ladakh.
10. Joint Director, Information Department, Ladakh for wide dissemination in all mediums of information.
11. District Informatic Officers, NIC, UT Ladakh for uploading on UT website.
12. OSD / Private Secretary to Hon'ble Chairman / Chief Executive Councilor, LAHDC's, Leh / Kargil for information of Hon'ble CEC's.
13. Private Secretary to Advisor to Hon'ble Lt. Governor for information of the Advisor to Hon'ble Lt. Governor Ladakh.
14. Private Secretary to Hon'ble Member of Parliament, UT Ladakh for information of Hon'ble Member Parliament.
15. Nodal Officer KMS Portal -E-office.